



# WESS Safety Authority

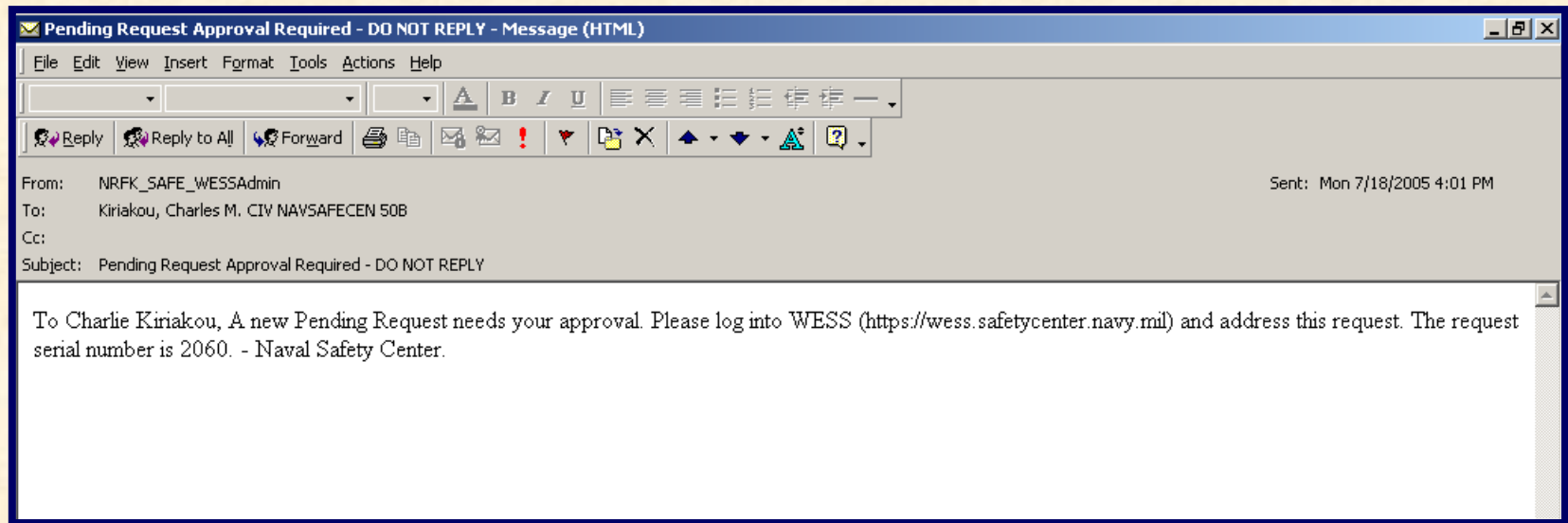


**WESS**  
**Module**  
**SA-1**

**SA Functions**  
**Review Pending**  
**Account**  
**Requests**



# Email Notification of Account Requests



**When an individual submits a Request to establish a WESS Account, WESS automatically sends an Email Notification to you, as the Safety Authority.**

**The Email notifies you that there is a New Account request requiring review. Login to WESS to view and process pending WESS account requests.**



# WESS Account Management

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

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**Not for Aviation 3750 Mishap Reporting**

**Your Existing Reports - WESS**

My Draft Reports (0) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) | Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (?) [Help](#)

**My Draft Reports**

Delete	Ser#	Date	Description
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**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)


**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**Click on the “Maintain Account” link to view the SA Account Management Menu.**



# WESS Account Management





**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Management

Help

**Activities**

-  [Return Home](#)
-  [Maintain Account](#)

**Maintain Your WESS Account**

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

**Maintain Other WESS Accounts**

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**Click on “List Pending Account Request(s)” to open the next screen.**



# List of Pending Account Requests

**The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:**

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Approval

[Help](#)

### 1 Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
<a href="#">2059</a>	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by <a href="mailto:charles.kiriakou@nmci-isf.com">charles.kiriakou@nmci-isf.com</a>	n/a

### 2 Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2060</a>	I Safety	N00181	2005-07-18	n/a

### 3 Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**1. List of account requests by WESS customers under your authority awaiting email verification by the requestor - e.g. the email address must be validated. You may click on the Request number to modify the customer's email address**



# List Pending Account Requests

**The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:**

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Approval

[Help](#)

### 1 Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
<a href="#">2059</a>	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by <a href="mailto:charles.kiriakou@nmci-isf.com">charles.kiriakou@nmci-isf.com</a>	n/a

### 2 Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2060</a>	I Safety	N00181	2005-07-18	n/a

### 3 Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**2. List of account requests by WESS customers under your authority awaiting Safety Authority approval or disapproval. Click on the Request number to approve/disapprove the account request.**



# List Pending Account Requests

**The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:**

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Approval

### 1 Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status
<a href="#">2059</a>	Izzy Safe	N00181	2005-07-18	Waiting Co

### 2 Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2060</a>	I Safety	N00181	2005-07-18	n/a

### 3 Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**3. List of account requests by WESS customers under your authority that have been Disapproved by a WESS Administrator or Delegated Administrator. Click on the Request number to view the disapproved acct request and the reason for disapproval. You may either Re-Approve the request or Disapprove the request (as an Administrator or Delegated Administrator).**

**Next, let's select each of these entries. First, click on Request 2059 link, to see the Email Validation process...**

# 1. WESS Email Address Validation

## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Update Official Email Address for Izzy Safe.

Please be aware that this account is still locked, you are just updating the WESS Customer's  
The WESS Customer will receive an email at the new email address requesting verification.

User Account: Izzy Safe

Current Email Address *charles.kiriakou@nmci-isf.com*

New Official Email Address

Verify New Email Address

\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Submit

Cancel

**This screen is displayed when you select a Request link from the Pending Email Validation - WESS Customer (WC) list. If a WESS account requester entered their wrong Email address or accidentally deleted the Email verification from their Email Inbox, you can take action.**

**You can either correct their Email address or reenter their original Email address in the fields above. WESS will then send another Email confirmation message to the account requestor. You will not be able to approve/disapprove any WESS account requests until the customer validates their Email address. If a requester does not validate their Email address within 14 days, their WESS account request will automatically be deleted.**






## 2. Pending Account Approval (SA)

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**Safety Authority Review New User Account Request**

 [Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address \*: charles.kiriakou@navy.mil

First Name \*

Middle Name

Last Name \*

Rate/Rank \*

Position Title \*


Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification ☐ Yes ☒ No

Address 1\*



**This screen is displayed when you select a Request link from the Pending Account Approval - Safety Authority (SA) list. You should review all of the information on this screen.**

**You may update information in certain fields. If the Email address is not the requestor's Official Email address, then the request should be rejected. Commercial Email addresses can only be used if authorized by the requestor's command. Yahoo, Hotmail, or other such commercial Email addresses are not authorized. Then scroll down to see rest of the page.**

## 2. Pending Account Approval (SA)


[Return Home](#)  
[OSHA 300 Equiv. Log](#)  
[Logout](#)  
[Data Retrieval \(JReport\)](#)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA  
Command UIC N00181  
COI Notification ☐ Yes ☒ No   
Address 1\* 21 Squadron Way  
Address 2  
City  
State  
Country \* USA  
Postal Code  
Telephone (include Area Code) \* 703-555-1212  
DSN  
Justification \* Need to submit Aviation Hazard Reports  
SA Comments Approved by Charles Kiriakou - 07/19/200  
DA Comments  
WA Comments  
\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Done Local intranet

**You may enter comments in the SA Comments field. These comments will be stored and forwarded to a WESS Delegated Administrator (DA) and WESS Administrator (WA) for final approval and creation of the account. Click Next to go to next screen.**

## 2. Review Pending Account Request

**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**Review New User Account Request Summary**

[Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

[Data Retrieval \(JReport\)](#)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**Request Number** 2060  
**WESS Role**  
**Graced Account**  
**Official Email Address** charles.kiriakou@navy.mil  
**First Name** I  
**Middle Name** M  
**Last Name** Safety  
**Rate/Rank** LTJG  
**Position Title** ASO  
**Office Code**  
**Command Name** NORFOLK NAVAL SHIPYARD PORTSMOUTH VA  
**Command UIC** N00181  
**COI Notification** N  
**Address 1** 21 Squadron Way  
**Address 2**  
**City**  
**State**  
**Country** USA  
**Postal Code**

**This is a review of the account information . Scroll down to view the rest of the page.**

## 2. Approve or Reject Account Request


Middle Name	M
Last Name	Safety
Rate/Rank	LTJG
Position Title	ASO
Office Code	
Command Name	NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC	N00181
COI Notification	N
Address 1	21 Squadron Way
Address 2	
City	
State	
Country	USA
Postal Code	
Telephone	703-555-1212
DSN	
Justification	Need to submit Aviation Hazard Reports
SA Comments	Approved by Charles Kiriakou - 07/19/2005
DA Comments	
WA Comments	

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION

**At this point you can either Approve or Reject the account request. If you click Approve, the account request is forward to a WESS DA/WA for final approval and creation. If you Reject the account request, you will be prompted to update your SA comments, which will be Emailed to the requestor and the account request will be deleted from WESS. Let's select Approve.**



# WESS Account Approved





**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

## WESS Account Management

▶ Help

**Activities**

-  [Return Home](#)
-  [Maintain Account](#)

**Maintain Your WESS Account**


- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)
- Maintain Other WESS Accounts**
- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**You're returned to the Maintain Account menu. Again, Click List Pending Account Requests.**



# WESS Account Approved



**Activities**  
[Return Home](#)  
[Maintain Account](#)

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**  
**WESS Account Approval**

[Help](#)

**Pending Email Validation - WESS Customer (WC)**

Request	Customer	Command	Date Submitted	Status	In Use
<a href="#">2059</a>	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by <a href="mailto:charles.kiriakou@nmci-isf.com">charles.kiriakou@nmci-isf.com</a>	n/a

**Pending Account Approval - Safety Authority (SA)**

Request	Customer	Command	Date Submitted	In Use
---------	----------	---------	----------------	--------


**Pending Account Rejection - Safety Authority (SA)**

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**Note that the pending account is no longer visible under Pending Account Approval - Safety Authority (SA). Once the account is created, the requestor will be notified via Email with their new account information. Next, you'll learn how to Reject an account request.**



# Rejecting a WESS Account Request



**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS Account Approval**

[Help](#)

**Activities**

[Return Home](#)

[Maintain Account](#)

**Pending Email Validation - WESS Customer (WC)**

Request	Customer	Command	Date Submitted	Status	In Use
---------	----------	---------	----------------	--------	--------

**Pending Account Approval - Safety Authority (SA)**


Request	Customer	Command	Date Submitted	In Use
<a href="#">2059</a>	Izzy Safe	N00181	2005-07-19	n/a

**Pending Account Rejection - Safety Authority (SA)**

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**Next, let's select Request 2059 and then reject the request.**

# Reviewing the Request



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Safety Authority Review New User Account Request

[Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address \*: charles.kiriakou@nmci-isf.com

**First Name \***

Middle Name

**Last Name \***

**Rate/Rank \***

**Position Title \***

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

**COI Notification** ☐ Yes ☒ No

**Address 1\***

Address 2

City

State

**Country \***

Postal Code

**Telephone (include Area Code) \***

**The same screens are displayed as when Approving a request. Scroll down to see the rest of the screen.**

# Reviewing the Request

[Return Home](#)  
[OSHA 300 Equiv. Log](#)  
[Logout](#)  
[Data Retrieval \(JReport\)](#)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

**COI Notification** ☐ Yes ☒ No

**Address 1\***

Address 2

City

State

**Country \***

Postal Code

**Telephone (include Area Code) \***

DSN

**Justification \*** Need a WESS account to submit mishap reports.

SA Comments


DA Comments

WA Comments

**\* Indicates required field must be entered before moving to next screen**  
**CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.**

Click Next to  
continue  
processing  
account  
request.

# Reviewing the Request



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Review New User Account Request Summary

Help

Activities

[Class A/B Notification](#)

[Create New Report](#)

[Create From Template](#)

[Maintain Account](#)

[Search/Edit Submitted Reports](#)

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[Feedback Form](#)

[Return Home](#)

[OSHA 300 Equiv. Log](#)

[Logout](#)

Data Retrieval (JReport)

[Pre-formatted Reports](#)

[Custom Reports](#)

Request Number 2059

WESS Role

Graced Account

Official Email Address charles.kiriakou@nmci-isf.com

First Name Izzy

Middle Name

Last Name Safe

Rate/Rank GS-00

Position Title Collateral Safety Officer

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 2 Stay Safe Rd

Address 2

City Norfolk

State VA

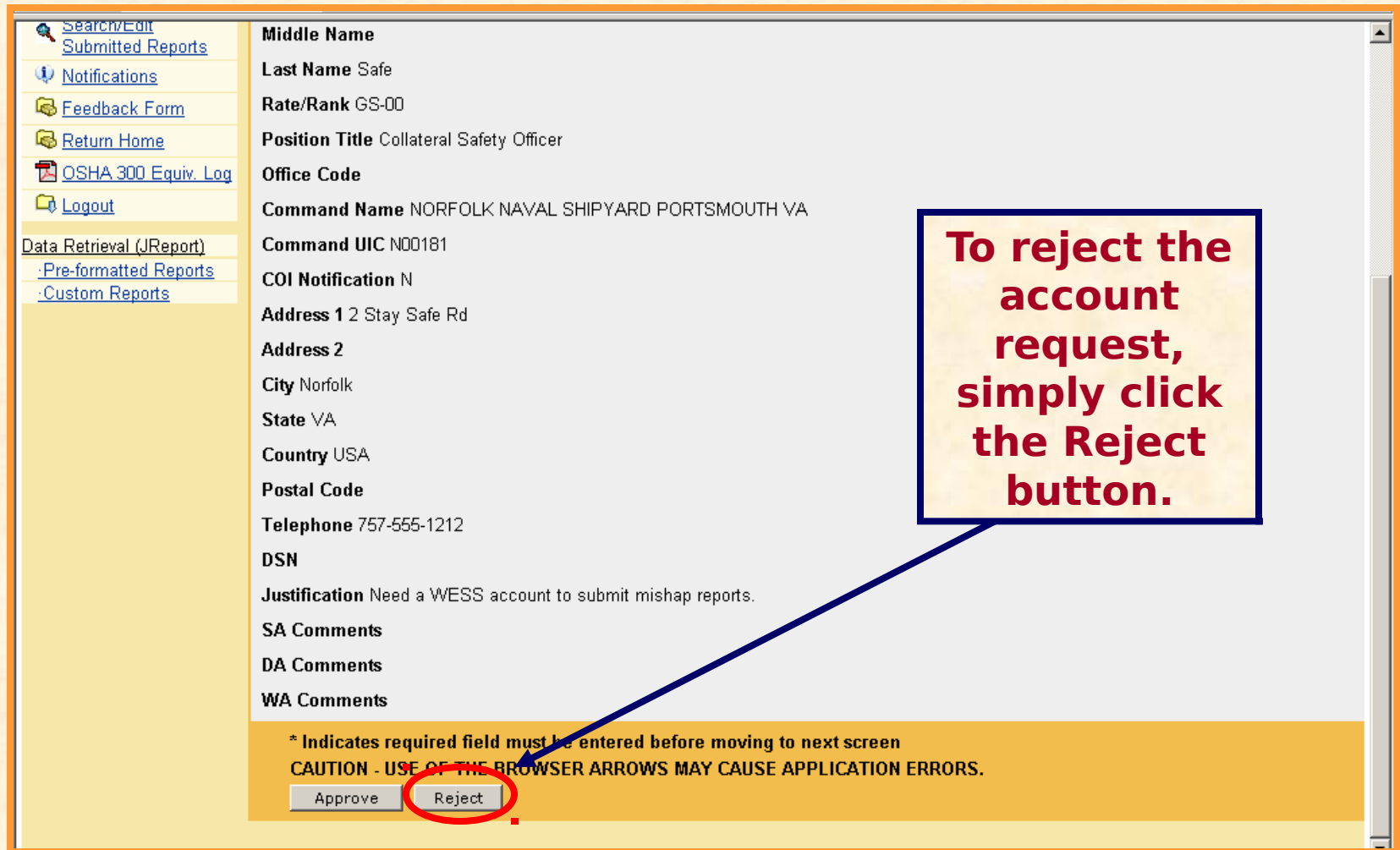
Country USA

Postal Code

The Account Request Summary is displayed. Scroll down to see rest of page.



# Rejecting the WESS Acct Request



The screenshot displays a web application interface for WESS. On the left is a navigation menu with links: Search/Edit Submitted Reports, Notifications, Feedback Form, Return Home, OSHA 300 Equiv. Log, Logout, Data Retrieval (JReport), Pre-formatted Reports, and Custom Reports. The main area shows a user profile with the following details: Middle Name, Last Name Safe, Rate/Rank GS-00, Position Title Collateral Safety Officer, Office Code, Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA, Command UIC N00181, COI Notification N, Address 1 2 Stay Safe Rd, Address 2, City Norfolk, State VA, Country USA, Postal Code, Telephone 757-555-1212, DSN, Justification Need a WESS account to submit mishap reports, SA Comments, DA Comments, and WA Comments. At the bottom, there is a yellow bar containing a note: '\* Indicates required field must be entered before moving to next screen' and 'CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.' Below this note are two buttons: 'Approve' and 'Reject'. The 'Reject' button is circled in red, and a blue arrow points from a text box to it. The text box contains the instruction: 'To reject the account request, simply click the Reject button.'

[Search/Edit Submitted Reports](#)  
[Notifications](#)  
[Feedback Form](#)  
[Return Home](#)  
[OSHA 300 Equiv. Log](#)  
[Logout](#)  
[Data Retrieval \(JReport\)](#)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

**Middle Name**  
**Last Name** Safe  
**Rate/Rank** GS-00  
**Position Title** Collateral Safety Officer  
**Office Code**  
**Command Name** NORFOLK NAVAL SHIPYARD PORTSMOUTH VA  
**Command UIC** N00181  
**COI Notification** N  
**Address 1** 2 Stay Safe Rd  
**Address 2**  
**City** Norfolk  
**State** VA  
**Country** USA  
**Postal Code**  
**Telephone** 757-555-1212  
**DSN**  
**Justification** Need a WESS account to submit mishap reports.  
**SA Comments**  
**DA Comments**  
**WA Comments**

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**To reject the account request, simply click the Reject button.**

# Rationale & Notification

The screenshot shows the 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY' interface. On the left is a sidebar with the WESS logo and 'Naval Safety Center' text, and a section titled 'Activities' containing links for 'Return Home' and 'Maintain Account'. The main content area is titled 'Reject Pending Request - Document Comments' and includes a 'Help' button. A text input field labeled 'SA Comments \*' contains the following text: 'Your WESS account request contained a commercial Email address. You will need to re-submit another WESS account request using your Official (mil) Email address. Contact me at 757-444-3520 or charles.kiriakou@navy.mil if you have any questions or comments.' Below the input field is a yellow banner with the text '\* Indicates required field must be entered before moving to next screen' and 'CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.' At the bottom of the main area is a 'Record Comments' button. A red arrow points from the 'Record Comments' button to a text box below the screenshot.

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Naval Safety Center

Activities

[Return Home](#)

[Maintain Account](#)

Reject Pending Request - Document Comments

Help

SA Comments \*

Your WESS account request contained a commercial Email address. You will need to re-submit another WESS account request using your Official (mil) Email address. Contact me at 757-444-3520 or charles.kiriakou@navy.mil if you have any questions or comments.

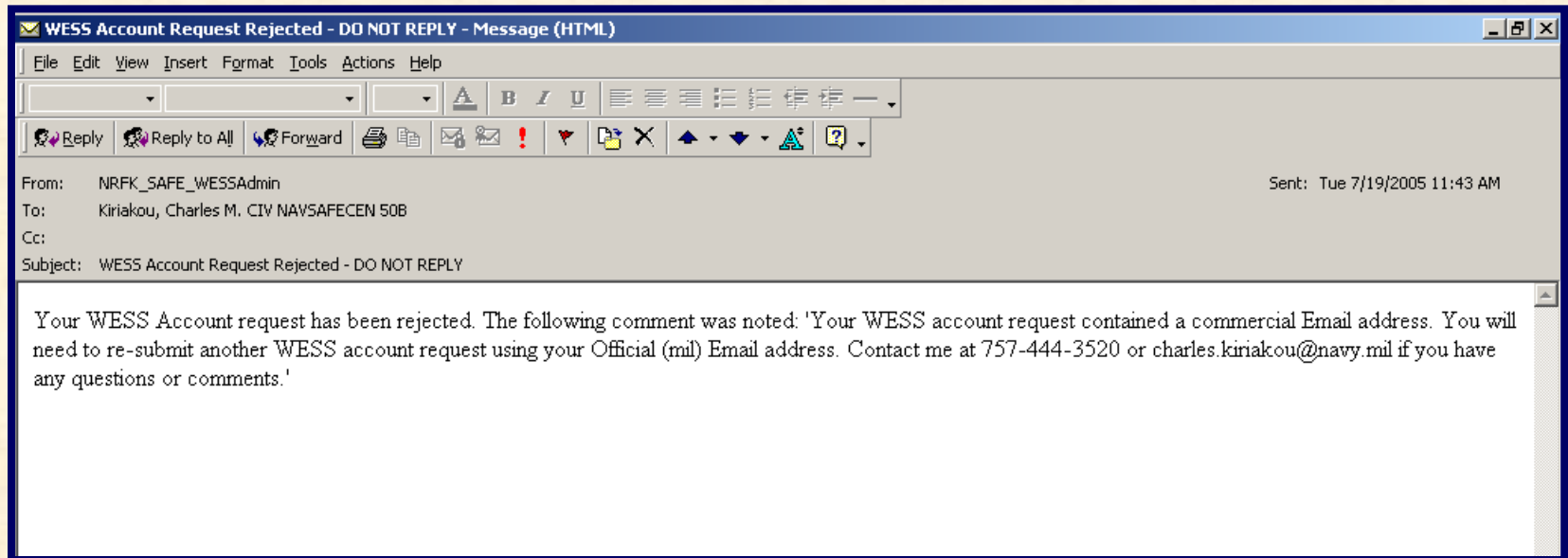
\* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Record Comments

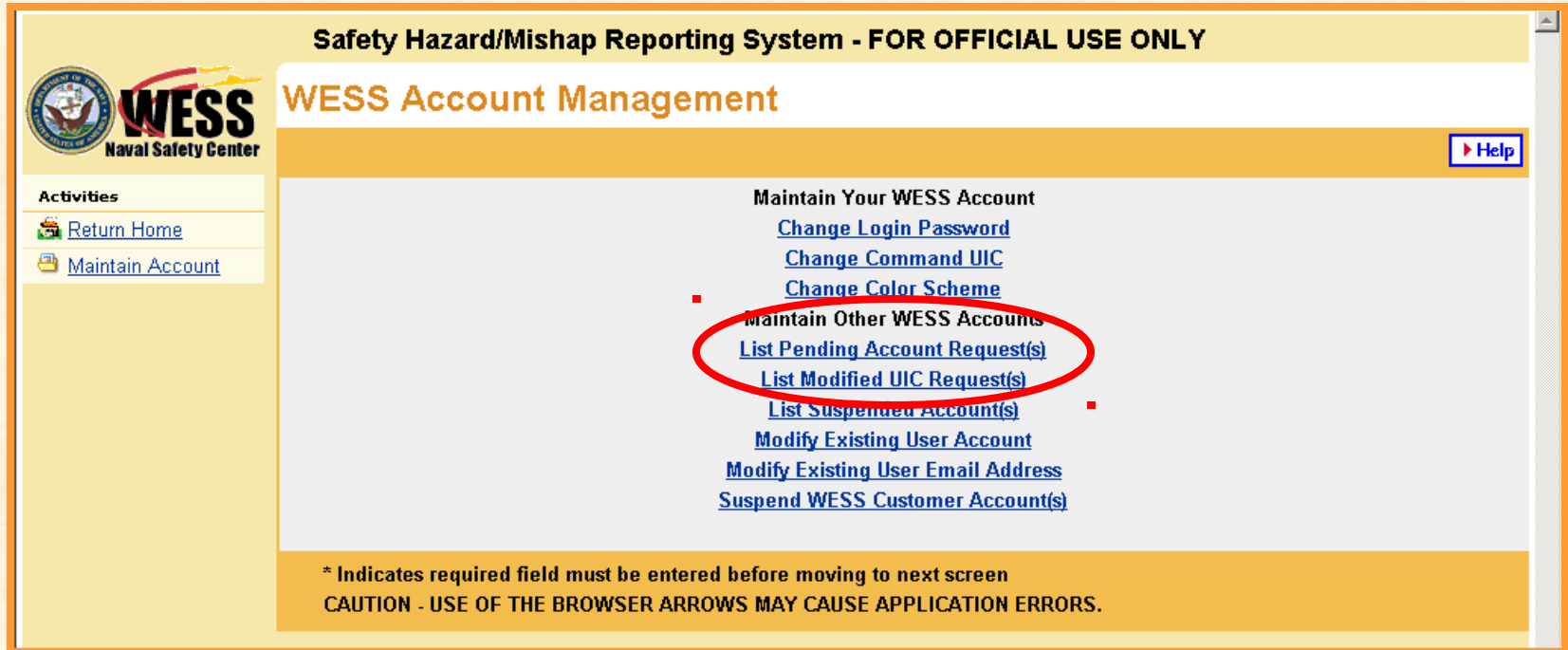
**This screen allows you to enter or modify SA comments. These comments will be recorded and sent back to the customer via Email message. Click the “Record Comments” button after entering any SA Comments.**

# Email Notification to Requestor



**The requestor receives the above Email with your comments and the account request is deleted from WESS. Next, we'll process an account request that was rejected by a NAVSAFECEN WESS Delegated Administrator (DA) or WESS Administrator.**

# Return to Acct Management Menu



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

**WESS Account Management**

Help

**Activities**

- [Return Home](#)
- [Maintain Account](#)

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)


\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**After rejecting the account request, you are returned to the Maintain Account menu.**

**Click on the “List Pending Account Request(s)” link.**



# Rejecting a WESS Account



**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**  
**WESS Account Approval**

▶ Help

**Activities**  
[Return Home](#)  
[Maintain Account](#)

**Pending Email Validation - WESS Customer (WC)**

Request	Customer	Command	Date Submitted	Status	In Use
---------	----------	---------	----------------	--------	--------

  
**Pending Account Approval - Safety Authority (SA)**

Request	Customer	Command	Date Submitted	In Use
---------	----------	---------	----------------	--------


  
**Pending Account Rejection - Safety Authority (SA)**

Request	Customer	Command	Date Submitted	In Use
<a href="#">2061</a>	We Hazardous	N00181	2005-07-19	n/a

**Under the Pending Account Rejection - Safety Authority (SA) list, there is one account request that was rejected by a WESS DA or WA. I'll click on Request 2061.**



# Reviewing the Account Info



## Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

### Safety Authority Review New User Account Request

[Help](#)

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
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- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Official Email Address \*: charles.kiriakou@navy.mil

**First Name \***

**Middle Name**

**Last Name \***

**Rate/Rank \***

**Position Title \***

**Office Code**

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

**COI Notification** ☐ Yes ☒ No

**Address 1\***

**Address 2**

**City**

**State**

**Country \***

**Postal Code**

**Telephone (include Area Code) \***

**The requestor's account information is displayed and may be edited. Then scroll down to see rest of the page.**

DoneInternet

# Reviewing the Acct Request

[Return Home](#)  
[OSHA 300 Equiv. Log](#)  
[Logout](#)

Data Retrieval (JReport)  
[Pre-formatted Reports](#)  
[Custom Reports](#)

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA  
Command UIC N00181

COI Notification ☐ Yes ☒ No

Address 1\* 31 Mishap Way  
Address 2  
City  
State  
Country \* USA  
Postal Code  
Telephone (include Area Code) \* 757-555-1212  
DSN

Justification \* Just want to enter my own mishap reports.


SA Comments  
**This is not a valid email address.**

DA Comments  
WA Comments This is not a valid account request .

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION TO BE SUBMITTED

**Notice at below left, there are comments by the WESS Administrator. These comments should indicate why the account was rejected. You may enter/modify the SA Comments. You will be given a chance to either Approve or Reject the account again. Then click Next to advance to next screen.**

# Account Request Summary



**WESS**  
Naval Safety Center

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**Review New User Account Request Summary**

**Activities**

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

**Data Retrieval (JReport)**

- [Pre-formatted Reports](#)
- [Custom Reports](#)

**Request Number** 2061

**WESS Role**

**Graced Account**

**Official Email Address** charles.kiriakou@navy.mil

**First Name** We

**Middle Name** R

**Last Name** Hazardous

**Rate/Rank** GS-00

**Position Title** Hazardous Duty

**Office Code**

**Command Name** NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

**Command UIC** N00181

**COI Notification** N

**Address 1** 31 Mishap Way

**Address 2**

**City**

**State**

**Country** USA

**Postal Code**

**The Account Request Summary is displayed. Then scroll down to see rest of the page.**

(1 item remaining) Opening page https://wessbeta.safetycenter.navy.mil/wess/model.do...

Internet

# Choosing to Reject or Approve

The screenshot shows a web application interface with a left sidebar containing navigation links: Search/Edit Submitted Reports, Notifications, Feedback Form, Return Home, OSHA 300 Equiv. Log, Logout, Data Retrieval (JReport), Pre-formatted Reports, and Custom Reports. The main content area displays a form for account approval with the following fields: Middle Name R, Last Name Hazardous, Rate/Rank GS-00, Position Title Hazardous Duty, Office Code, Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA, Command UIC N00181, COI Notification N, Address 1 31 Mishap Way, Address 2, City, State, Country USA, Postal Code, Telephone 757-555-1212, DSN, Justification Just want to enter my own mishap reports, SA Comments This is a valid account request, DA Comments, and WA Comments This is not a valid account request. At the bottom, there is a red box highlighting the 'Approve' button, and a 'Reject' button next to it. A caution message at the bottom reads: '\* Indicates required field must be entered before moving to next page. CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION TO RELOAD'.

Search/Edit Submitted Reports

Notifications

Feedback Form

Return Home

OSHA 300 Equiv. Log

Logout

Data Retrieval (JReport)

Pre-formatted Reports

Custom Reports

Middle Name R

Last Name Hazardous

Rate/Rank GS-00

Position Title Hazardous Duty

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 31 Mishap Way

Address 2

City

State

Country USA

Postal Code

Telephone 757-555-1212

DSN

Justification Just want to enter my own mishap reports.

SA Comments This is a valid account request.

DA Comments

WA Comments This is not a valid account request .

\* Indicates required field must be entered before moving to next page.  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION TO RELOAD

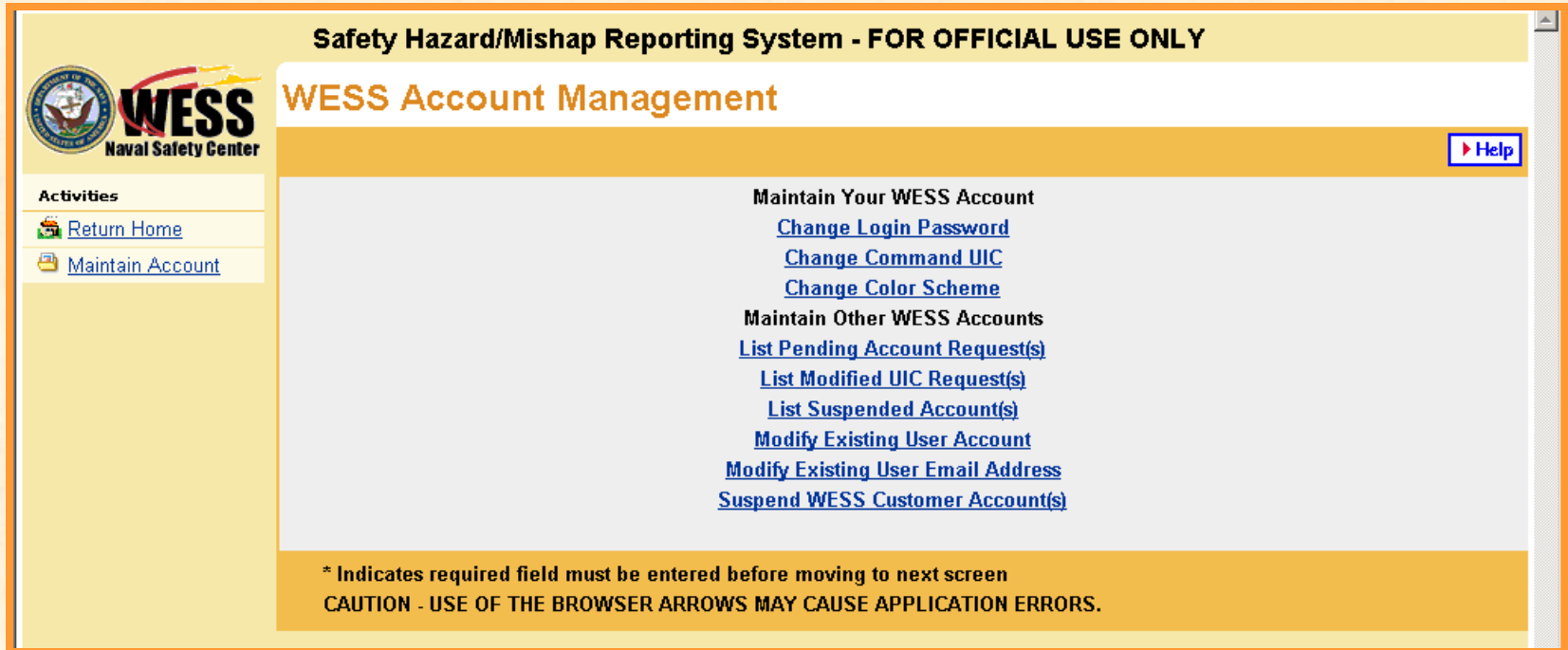
Approve Reject

**You may either Approve or Reject the account rejection.**

**If you click Approve, the account request will go back to the WESS DA or WA with your new comments.**

**If you click Reject, you will enter comments to be sent to the requestor and the account request will be deleted from WESS. In this example, let's click Approve.**

# Return to Account Management



The screenshot shows the 'WESS Account Management' interface. At the top, a yellow banner reads 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY'. Below this, the 'WESS Account Management' title is displayed in orange. On the left, a sidebar contains the 'WESS Naval Safety Center' logo and an 'Activities' section with links for 'Return Home' and 'Maintain Account'. The main content area lists options for account management: 'Maintain Your WESS Account' (with sub-links for 'Change Login Password', 'Change Command UIC', and 'Change Color Scheme') and 'Maintain Other WESS Accounts' (with sub-links for 'List Pending Account Request(s)', 'List Modified UIC Request(s)', 'List Suspended Account(s)', 'Modify Existing User Account', 'Modify Existing User Email Address', and 'Suspend WESS Customer Account(s)'). A 'Help' button is located in the top right corner. At the bottom, a yellow footer contains a note: '\* Indicates required field must be entered before moving to next screen' and a caution: 'CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.'

**Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY**

**WESS Account Management**

[Help](#)

**Activities**

- [Return Home](#)
- [Maintain Account](#)

**Maintain Your WESS Account**

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

**Maintain Other WESS Accounts**

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

\* Indicates required field must be entered before moving to next screen  
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

**This is the end of this Module.**

**Click here to [Return to Table of Contents](#) or  
Proceed to [Module SA-2 - List Modified UIC  
Requests](#)**

